

**RMA Operations Committee
ANNUALLY RECURRING
ACTION ITEMS**

Date	Action Item	Responsibility
January	Charter Review and Update	All Members
January	Annual Meeting Schedule	Chair
January	RM Mobilization Guide Update	All Members
January	Duty Officer Schedule	Chair
January	Committee Meeting - IMT Selection	Chair/All Members/ICs ICs Selected every 3 years Full IMT Selected every 3 years Fill in Vacancies every year
January	Develop Priority Trainee List	All Members
January	Remind or work with RMCG to recognize teams and individuals at Spring Meeting	Chair
January	Position Needs Analysis	Task Group (or All Members?)
January	Maintain IMT database	Pete
February	Prioritize Remaining RMA trainees for inclusion in the mob guide (If necessary)	All Members
February or March	Attend Rocky Basin Incident Business Mgmt. Committee meeting	Chair or Representative
April	Review Cache Operating Plan	All Members
April	Assign members to conduct IHC reviews in May	All Members
April	Committee Meeting	All Members

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Date	Action Item	Responsibility
May	Conduct I HC Preparedness Reviews	All Members
May	Assign members	
October	Committee Meeting - I C recommendations to RMCG, every 3 rd year and as needed annually.	All Members
October	Post-season Wrap up with I Cs	All Members
October	S-420, S-520/620 Selections	All Members
October	Recognize people through RMCG for significant contributions made.	Chair
October	Recommend RMCG letter from agency heads supporting team nominations & participation during the major recruiting cycle. (every 3 yrs)	Chair
November	Recruitment for IMT Members	Vice-Chair, Sub-Committee